

W-2 Manual Glossary

ACCESS: A client facing web portal that provides self-service, case specific information regarding an individual's FoodShare, Medicaid, Wisconsin Shares, Wisconsin Works (W-2) and Job Access Loan benefits, including program eligibility information.

MyACCESS: A mobile app version of ACCESS for smart phones used to manage state of Wisconsin benefits and programs.

No change to remainder of the glossary

1.4.1 Where to Apply

Any individual may apply for W-2 services. Applicants may begin the W-2 application process in ACCESS by submitting a request for services. All applicants must complete the W-2 application ~~must apply~~ at the W-2 agency that serves the geographical area in which they reside.

No change to remainder of 1.4.1

1.4.2 Applying for W-2

An applicant may request a W-2 application by contacting their local W-2 agency or by submitting a request for W-2 services in ACCESS.

The W-2 application process begins on the date the applicant gives the agency the signed Application Registration form* generated from the [CWW Print Application Registration](#) page, or when the applicant submits a request for W-2 services in ACCESS. Once the Receptionist begins the application process, then the agency must schedule an appointment for the applicant with the [RS](#) the same day or the following working day using Client Scheduling in CWW. See section [1.2.2](#) for more detail on the role of the RS.

No changes to the remainder of 1.4.2

1.4.5 Application Processing Timeline

Below are the application processing time frames that all [W-2](#) agencies must adhere to:

1. The same day or the following working day after an individual applies for W-2 by submitting the signed Application Registration form, (see [1.4.2](#)), or a request for services in ACCESS, a W-2 agency representative must schedule and hold an appointment between the applicant and a [RS](#). If this initial meeting is with a [FEP](#), then no later than seven working days after this meeting, the FEP must determine W-2 eligibility and make the most appropriate W-2 placement for the applicant.

No changes to the remainder of 1.4.5.

17.2.2 Eligibility Determination Process

Operations Memo 20-08 Attachment

JAL applicants may request JAL services in ACCESS or by contacting the W-2 agency. If an applicant requests JAL services in ACCESS, the agency must contact the applicant within one working day to continue the JAL application process.

All JAL applicants must meet with a FEP to complete the interactive application process and to sign the JAL Combined Application and Repayment Agreement (2482). This form documents the JAL application date and loan amount requested. The second section of the form acknowledges receipt of the loan and serves as a loan repayment agreement. Loan recipients must sign the lower half of the form to document receipt of the loan check at the time the check is provided to the loan recipient. The form must be scanned into ECF.

No changes to the remainder of 17.2.2.